

**SCHOOL DISTRICT OF GADSDEN COUNTY**  
**SERVICE DEFINITIONS AND DATA COLLECTION FORM**

**GROUNDSKEEPER**

**1. SERVICE DELIVERY**

- \_\_\_\_\_ (1) Daily maintenance and upkeep of grounds equipment
- \_\_\_\_\_ (2) Keep all GCSB grounds well-manicured including but not limited to mowing, weeding all areas not accessible by a mower, edging sidewalks and curbs, keeping fence lines clear of growth, trimming hedges and mulching flower beds.
- \_\_\_\_\_ (3) Work with outside contractors as needed
- \_\_\_\_\_ (4) Assist other tradesmen as required

**2. EMPLOYEE QUALITIES / RESPONSIBILITIES**

- \_\_\_\_\_ (5) Follows District policies and procedures.
- \_\_\_\_\_ (6) Works independently and as a team member
- \_\_\_\_\_ (7) Interacts positively with school and maintenance personnel
- \_\_\_\_\_ (8) Reports to work punctually and regularly.
- \_\_\_\_\_ (9) Displays appropriate work ethic
- \_\_\_\_\_ (10) Communicates well with others and exhibit excellent interpersonal skills

**3. SYSTEM SUPPORT**

- \_\_\_\_\_ (11) Perform other duties as assigned.

**4. WORKSITE SERVICE STANDARDS**

INDICATORS

- \_\_\_\_\_ (12) Student growth and achievement, the work ethic, fostering and developing professional image, collaboration and affirmative networking, systemic and systematic preparation for function delivery, interpersonal interaction, teammanship and communication skills, translating organizational purpose into observable behavior and others.
- \_\_\_\_\_ (13) \_\_\_\_\_
- \_\_\_\_\_ (14) \_\_\_\_\_
- \_\_\_\_\_ (15) \_\_\_\_\_
- \_\_\_\_\_ (16) \_\_\_\_\_

**5. ASSESSMENT AND OTHER SERVICES**

- \_\_\_\_\_ (17) The use of the adopted performance appraisal systems for instructional and other employees.
- \_\_\_\_\_ (18) The accurate and timely filing of all school reports.
- \_\_\_\_\_ (19) The completion of required professional development services.
- \_\_\_\_\_ (20) \_\_\_\_\_
- \_\_\_\_\_ (21) \_\_\_\_\_

**DATA COLLECTION CODES**

**O -- Observed**  
**C -- Collected Data**

**I -- Clearly Indicated**  
**NE -- Not Evident**

**INTERACTION DATES**

**Formal Observations**

**Informal Observations**

\_\_\_\_\_ (Date)

\_\_\_\_\_ (Date)

\_\_\_\_\_ (Date)

\_\_\_\_\_ (Date)

\_\_\_\_\_ (Date)

\_\_\_\_\_ (Date)

\_\_\_\_\_  
\_\_\_\_\_ (Signature of Evaluator / Date)